

SELECTBOARD MEETING

March 11, 2013

PRESENT: Katie Buckley (Town Administrator), Dick Clark (Selectboard, Chair), Troy Revis, Jr. (Selectboard), Anne Rider (Selectboard)

I. CALL TO ORDER 6:30 PM

- Katie called the meeting to order in the absence of a Board Chair. Anne moved to elect Dick Clark as the Board Chair. Troy seconded. Motion carried.

II. RECOGNITION OF PUBLIC

- Ian Kiehle (BCTV)

III. APPROVAL OF MINUTES

- Anne moved to approve the minutes from the 2/25/2013 Selectboard Meeting. Troy seconded. Motion carried.

IV. NEW BUSINESS

- 2013 Town Appointments – see attached listing of appointments.
- Lister Vacancy – update – Katie informed the board that she and Dick had a conversation with Lisa Barry shortly after Town Meeting when she happened to be in the office. Between the three of them it became quickly apparent that it makes the most sense to have Lisa and Jeremiah screen and interview candidates since they are best qualified to both ask and answer questions relevant to the office of Lister. After they have accomplished this, they will provide their feedback and recommendations to the Selectboard; a completion date was set for March 18th.
- Set priorities for Committees/Commissions and set schedule - Dick would like a full representation of each committee/commission come to a Selectboard meeting to share their plans and objectives for the upcoming year with the Board. Katie will contact the chair and all members of each to determine when/if this can take place; the schedule of: Cemetery (3/25), Planning (4/8) and Conservation (4/22) was proposed.
- Anne wants to set a schedule for policies and ordinances. Katie suggested a work session to assess what needs to be done, prioritize and then set a schedule for completion based on this. Katie and Anne will meet on Thursday, 3/21 to do this.
- VLCT PACIF Equipment Grant – The Town's application for funding some highway road work signs has been held up due to Level "A" Loss Control recommendations that need to be resolved. There are some items that need to be fixed at the Historical Society and Library. The main issue is the "graspable handrail" on the side steps to the Library. Dick suggested we look into the least expensive method to comply.
- I-91 Sign Project – Replace, where needed, all Type A and B signs on mainline, ramps and at intersecting state highways at interchanges 1 through 6. Katie asked the board if they would support drafting a letter to the State indicating that Guilford would like consideration for inclusion where applicable for this project; they said they would.

V. OLD BUSINESS

- Hoyle, Tanner & Associates – GRCB Contract Amendment No. 1- Revised – This is the contract for the additional professional engineering services required for the Green River Covered Bridge restoration project; it is for the additional work covered in the 2nd TE Grant. It had been presented at a prior meeting in which the decision was made to include a load rating for the bridge. After follow up with H & T, Katie clarified for the Board that the load rating proposed was for an engineering "analysis" based on conceptual design, not live load field test on the actual current conditions of the bridge itself, as Dan had indicated he wants. Katie asked for H & T to remove this item from the

contract; the Town will contract the live load test separately outside the scope of work for the grant. Anne moved authorize the Board Chair to sign the Contract Amendment No. 1. Troy seconded. Motion carried.

- Windham County Humane Society – Contract – follow up – Dick explained that after re-reading the proposed contract with the Humane Society it appears that it will become our Town Pound at a significant savings versus maintaining our current in-town situation (approx. 1/3 of the cost). There was a discussion about some of the pros/cons of this situation. Anne suggested putting a procedure in place to make sure that all parties are clear on proper process. There was a discussion about possible additional costs. Katie suggested that a representative from the Humane Society come to an upcoming SB meeting to address questions/concerns or have a work session to learn more if their rep. cannot attend a night meeting. Anne moved to empower the Town Administrator and Chair to gather more information and approve the signing the Humane Society contract pending the discussion with their employee to get terms of it clarified. Troy seconded. Motion carried.
- Ancient Roads update – Anne stated that after the last SB meeting and rereading prior minutes to piece together the progression of events for the addition of Ancient Roads, she felt that there were some mistakes made in process. Bill Jewell had called Johnathan Croft (VTrans) to get the Town’s Certificate of Highway Mileage returned after the Board had already signed/filed it without first asking the Board’s permission to do so. She indicated that she wants to have a better understanding of this whole issue. She wants clarity and to know what exactly is being proposed. She thought that inviting Jeff Nugent (WRC) and Bill Jewell to a work session might be the best way to accomplish this and to decide what work needs to be done to prepare for 2104 and whose responsibility it will be to complete it. Anne wanted to rescind the motion from the February 25th meeting (item “IV Old Business,” 2nd bullet point). Dick stated that it is sometimes a 2-3 person job to look up the old roads and that there are really only 6 or 7 that should go back on the map; they might be useful for the Town to have them on there at some point. Dick indicated (as Bill Jewell also had) that Jeff was supposed to make a map of all the roads they had wanted to add. Katie explained that Jeff has not made a map yet because he doesn’t have the information to do so. He was told that Bill was supposed to convert all of the metes/bounds gleaned from his Ancient Road research to usable coordinates for Jeff to plot; Bill had the Town purchase a specific piece of software to assist him to do this. Katie further explained that the whole purpose of getting this map was to calculate the total number of Ancient Roads miles to be added as Class 4 roads to the annual Certificate of Highway Mileage. Dick suggested that Addison Minnott be asked to assist us with this. Anne again asked if there could be a work session scheduled to “unpack” this issue since there will be no decisions made. Troy also thought this would be the best strategy. After further discussion, Anne moved to rescind her motion from the February 25th meeting (item “IV Old Business,” 2nd bullet point) on grounds that it didn’t follow proper procedure. Troy seconded. Motion carried. Dick stated that if the roads that were received were legitimate then it would have been oaky to add them but they weren’t. Anne reminded that recalling the Certificate that was already filed with the State should be been made in the realm of a Selectboard meeting. So noted by Dick.

VI. HIGHWAY

- Uniform Municipal Excess Weight Permit – Camp Precast Concrete Products, Inc. – Troy moved to grant the aforementioned Excess Weight Permit. Anne seconded. Motion carried.
- General Update –
 - Grading and graveling will commence.
 - Not posting roads unless we have to.

VII. FINANCE

• Warrants:

1. PR 03/03/2013	\$ 5,284.29
2. PR 03/10/2013	\$ 5,401.95
3. TOTAL PAYROLL	\$ 10,686.24
4. Warrant 16	\$ 249,095.56**
5. TOTAL	\$ 259,781.80

○ ** \$229,500.00 was passed through the General Fund to reimburse VCDP IG-2010-GUILFORD-00032 Algiers Family Housing

○ Troy moved to approve payroll warrants from 3/3/13 & 3/10/13 and expense warrant #16 as stated above. Anne seconded. Motion carried.

VIII. COMMUNICATIONS

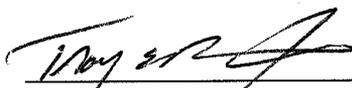
- Email – Paul Costello, VCRD – Follow up on Community Visit Program – Guilford is definitely on!
- Email – Julie Potter – Tour de Heifer 2013 – Bike Tour June 2nd and map of routes
- Letter – Franklin Land Trust – 8th annual self guided recreational bike ride “D2R2”, Saturday, August 24th
- Email – Matt Mann, WRC – Road Foreman Meeting, March 20th, 10:00 am, Townshend Garage (due to the snow storm on 3/19 this meeting was postponed to April 10th) – Dan, Katie and Dick will all attend since the 2013 Road and Bridge Standards will be on the agenda.
- WW-2-1818-1 – Permit Amendment – Guilford Country Store – Parcel #327 – Project consists of a municipal water supply connection and an increase in the design flow for the existing previously permitted building (adding a café) located at 475 Coolidge Highway, Guilford.

IX. EXECUTIVE SESSION - None

Anne moved to adjourn at 7:31 p.m. Troy seconded. Motion carried.

The next Selectboard Meeting will be held Monday, March 25, 2013 at 6:30 p.m. in the Guilford Town Office.


Richard Clark


Troy Revis, Jr.


Anne Rider

<u>Selectboard Appointments:</u>				<u>MOVED</u>	<u>SECONDED</u>	<u>CARRIED</u>
Road Commissioner	Daniel Z. Zumbruski	2014	1 year	Troy	Anne	Y
Delinquent Tax Collector	Barbara M. Hunt	2014	1 year	Anne	Troy	Y
Constable	Walter Thorn	2014	1 year	Anne	Troy	Y
Fence Viewers	Dan Zumbruski	2014	1 year	Anne	Troy	Y
	Daniel L. Ingold	2014	1 year	Anne	Troy	Y
	Merton Gariand	2014	1 year	Anne	Troy	Y
Conservation Commission	Sara Quine	2017	3 years	Troy	Anne	Y
	Linda Hecker	2017	3 years	Troy	Anne	Y
	John Kristensen	2014	3 years			
	Marli Rabinowitz	2014	3 years			
	Bevan Quinn	2014	3 years			
	Linda Lembke	2015	3 years			
	Karen Murphy	2015	3 years			
	William Jewell	2016	3 years			
	James Young	2016	3 years			
Dog Officer	Water Thorn	2014	1 year	Anne	Troy	Y
Alternate Dog Officer	Marianne Lawrence	2014	1 year	Anne	Troy	Y
Windham Regional Commission	Dick Clark	2014	1 year	Troy	Anne	Y
	William Murray	2014	1 year	Troy	Anne	Y
Planning Commission	Peter Hetzel	2014	3 years	Anne	Troy	Y
	Sheila Morse	2014	3 years	Anne	Troy	Y
	Tanya Balsley	2014	3 years	Anne	Troy	Y
	Chuck Clark	2015	3 years			
	Hal Kuhns	2015	3 years			
	Harry Evans	2015	3 years			
	open	2016	3 years			
	open	2016	3 years			
	open	2016	3 years			
Town Pound	Marianne Lawrence	tabled - 2014	1 year			
EM Co-Director (eff. 7/1/2012)	Herbert Meyer	2014	1 year	Anne	Troy	Y
EM Co-Director (eff. 7/1/2012)	Candace Stoumen	2014	1 year	Anne	Troy	Y
Council on Aging Rep.		tabled - 2014	1 year			
Energy Coordinator	Michael Marcy	2014	1 year	Anne	Troy	Y
Tree Warden	Daniel Zumbruski	2014	1 year	Anne	Troy	Y
Rescue Trustee	Penny Marine	2014	1 year	Anne	Troy	Y
WSWMD Directors	Elizabeth Frye	tabled - 2014	1 year	Anne	Troy	Y
	Reed Cutting, Alternate	2014	1 year	Troy	Anne	Y

<u>Selectboard Appointments:</u>				<u>MOVED</u>	<u>SECONDED</u>	<u>CARRIED</u>
	Troy Revis, Jr.	2014	1 year	Troy	Anne	Y
Low Level Waste	Stephen Detra	2014	1 year	Troy	Anne	Y
	Daniel Ingold, chairman	2014	1 year	Troy	Anne	Y
	John G. Kristensen	2014	1 year	Troy	Anne	Y
Green-up Day Coordinator	Ellie Majonen	2014	1 year	Troy	Anne	Y
Bullock Edu Loan Committee	Stephanie Case	2016	3 years	Troy	Anne	Y
	Kathryn Mason	2014	3 years	Troy	Anne	Y
	Laura Lewis	2015	3 years			
Revolving Loan Fund	Troy Revis, Jr.	2016	3 years	Anne	all were in favor	Y
	Calvin Grandy	2014	3 years			
	Herb Meyer	2015	3 years			